

Resume Basics

Layout

- Chronological – list your work experience in chronological order starting with you most current job.
- Functional – list your skills and accomplishment not necessarily on the order of you current job.
- Combined – list your skills and accomplishments then work experience in sequence.

Career/work objective

- Don't write a long paragraph explaining your objective.
- Try to write the objective to match the position in which you are applying.

Assemble relevant information

- Work experience.
- Accomplishments.
- Education.
- Personal.
- References.

Using action verbs

- Use words like initiated, directed, managed, and planned to describe your work experiences.

Length

- Your resume should be one – two pages at the most.
- If you are applying for a federal government job, resumes can be longer.
- Use font size 11 or 12, Times New Roman.
- Make it easy to read.

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Is one resume enough?

- Keep a copy of each resume you submit. This will be a good reference for you in the future.
- Tailor your resume to the requirements of the position applied to.

Cover letters

- Summarize contents of resume that apply most to the position you are submitting cover letter for.
- If you can, identify key decision makers and address cover letter to that person(s).